

Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended.

Local Government Type <input type="checkbox"/> City <input checked="" type="checkbox"/> Township <input type="checkbox"/> Village <input type="checkbox"/> Other		Local Government Name TOWNSHIP OF CHARLESTON	County Kalamazoo
Audit Date 3/31/04	Opinion Date 6/11/04	Date Accountant Report Submitted to State: 9/30/04	

We have audited the financial statements of this local unit of government and rendered an opinion on financial statements prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the *Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan* by the Michigan Department of Treasury.

We affirm that:


1. We have complied with the *Bulletin for the Audits of Local Units of Government in Michigan* as revised.
2. We are certified public accountants registered to practice in Michigan.

We further affirm the following. "Yes" responses have been disclosed in the financial statements, including the notes, or in the report of comments and recommendations

You must check the applicable box for each item below.

- ☐ Yes ☒ No 1. Certain component units/funds/agencies of the local unit are excluded from the financial statements.
- ☐ Yes ☒ No 2. There are accumulated deficits in one or more of this unit's unreserved fund balances/retained earnings (P.A. 275 of 1980).
- ☒ Yes ☐ No 3. There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended).
- ☐ Yes ☒ No 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act.
- ☐ Yes ☒ No 5. The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91], or P.A. 55 of 1982, as amended [MCL 38.1132]).
- ☐ Yes ☒ No 6. The local unit has been delinquent in distributing tax revenues that were collected for another taxing unit.
- ☐ Yes ☒ No 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during the year).
- ☐ Yes ☒ No 8. The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241).
- ☐ Yes ☒ No 9. The local unit has not adopted an investment policy as required by P.A. 196 of 1997 (MCL 129.95).

We have enclosed the following:	Enclosed	To Be Forwarded	Not Required
The letter of comments and recommendations.			✓
Reports on individual federal financial assistance programs (program audits).			✓
Single Audit Reports (ASLGU).			✓

Certified Public Accountant (Firm Name) Siegfried Crandall PC			
Street Address 246 East Kilgore Road		City Kalamazoo	State MI
		ZIP 49002-5599	
Accountant Signature 			Date 9/30/04

Township of Charleston
Kalamazoo County, Michigan
**FINANCIAL STATEMENTS AND
INDEPENDENT AUDITORS' REPORT**
Year ended March 31, 2004

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INDEPENDENT AUDITORS' REPORT

**Board of Trustees
Township of Charleston, Michigan**

We have audited the accompanying general purpose financial statements of the Township of Charleston, Michigan as of March 31, 2004, and for the year then ended, as listed in the contents. These general purpose financial statements are the responsibility of the Township's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with U.S. generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Township of Charleston, Michigan, as of March 31, 2004, and the results of its operations and cash flows of its proprietary fund type for the year then ended in conformity with U.S. generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The combining and individual fund financial statements and schedules, as listed in the contents, are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the Township of Charleston, Michigan. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

Siegfried Crandall P.C.

June 11, 2004

GENERAL PURPOSE FINANCIAL STATEMENTS

Township of Charleston
COMBINED BALANCE SHEET - all fund types and account group
March 31, 2004

	<u>Governmental fund types</u>		<u>Proprietary fund type</u>
	<u>General</u>	<u>Special revenue</u>	<u>Enterprise</u>
ASSETS			
Cash	\$ 381,906	\$ 636,283	\$ 14,145
Receivables:			
Taxes	4,124	2,908	-
Accounts	1,574	4,965	1,393
Special assessments	-	248,000	-
Due from other funds	10,535	-	-
Due from other governmental units	16,254	-	-
Fixed assets (less accumulated depreciation where applicable)	-	-	1,076,223
TOTAL ASSETS	<u>\$ 414,393</u>	<u>\$ 892,156</u>	<u>\$ 1,091,761</u>
LIABILITIES AND FUND EQUITY			
LIABILITIES:			
Accounts payable	\$ 1,859	\$ -	\$ 1,530
Due to other funds	-	2,391	-
Due to other governmental units	-	-	-
Deferred revenue	-	251,505	-
Total liabilities	<u>1,859</u>	<u>253,896</u>	<u>1,530</u>
FUND EQUITY:			
Investment in general fixed assets	-	-	-
Retained earnings	-	-	1,090,231
Fund balance:			
Unreserved:			
Designated	-	134,243	-
Undesignated	412,534	504,017	-
Total fund equity	<u>412,534</u>	<u>638,260</u>	<u>1,090,231</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$ 414,393</u>	<u>\$ 892,156</u>	<u>\$ 1,091,761</u>

<i><u>Fiduciary fund types</u></i>	<i><u>Account group</u></i>	<i><u>Totals</u></i>
<i><u>Trust and Agency</u></i>	<i><u>General fixed assets</u></i>	<i><u>(memorandum only)</u></i>
\$ 8,605	\$ -	\$ 1,040,939
-	-	7,032
-	-	7,932
-	-	248,000
-	-	10,535
-	-	16,254
<u>-</u>	<u>302,305</u>	<u>1,378,528</u>
<u>\$ 8,605</u>	<u>\$ 302,305</u>	<u>\$ 2,709,220</u>
\$ -	\$ -	\$ 3,389
8,144	-	10,535
461	-	461
<u>-</u>	<u>-</u>	<u>251,505</u>
<u>8,605</u>	<u>-</u>	<u>265,890</u>
-	302,305	302,305
-	-	1,090,231
-	-	134,243
<u>-</u>	<u>-</u>	<u>916,551</u>
<u>-</u>	<u>302,305</u>	<u>2,443,330</u>
<u>\$ 8,605</u>	<u>\$ 302,305</u>	<u>\$ 2,709,220</u>

See notes to financial statements

Township of Charleston**COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCES - all governmental fund types***Year ended March 31, 2004*

	<i>General</i>	<i>Special revenue</i>	<i>Totals (memorandum only)</i>
REVENUES:			
Taxes	\$ 131,567	\$ 70,541	\$ 202,108
Licenses and permits	22,609	-	22,609
State grants	124,212	-	124,212
Charges for services	9,445	8,027	17,472
Interest	6,490	36,382	42,872
Other	28,437	42,250	70,687
	<u>322,760</u>	<u>157,200</u>	<u>479,960</u>
Total revenues			
EXPENDITURES:			
Legislative	1,875	-	1,875
General government	148,190	-	148,190
Public safety	25,731	64,527	90,258
Public works	42,484	28,492	70,976
Community and economic development	5,875	-	5,875
Recreation and cultural	16,000	-	16,000
	<u>240,155</u>	<u>93,019</u>	<u>333,174</u>
Total expenditures			
EXCESS OF REVENUES OVER EXPENDITURES	82,605	64,181	146,786
FUND BALANCE - BEGINNING OF YEAR	<u>329,929</u>	<u>574,079</u>	<u>904,008</u>
FUND BALANCE - END OF YEAR	<u>\$ 412,534</u>	<u>\$ 638,260</u>	<u>\$ 1,050,794</u>

See notes to financial statements

Township of Charleston**COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCES - BUDGET AND ACTUAL - *general and special revenue funds****Year ended March 31, 2004*

	<i>General</i>		
	<i>Budget</i>	<i>Actual</i>	<i>Variance favorable (unfavorable)</i>
REVENUES:			
Taxes	\$ 124,550	\$ 131,567	\$ 7,017
Licenses and permits	15,000	22,609	7,609
State grants	111,781	124,212	12,431
Charges for services	5,500	9,445	3,945
Interest	4,000	6,490	2,490
Other	7,600	28,437	20,837
Total revenues	<u>268,431</u>	<u>322,760</u>	<u>54,329</u>
EXPENDITURES:			
Legislative	3,000	1,875	1,125
General government	156,200	148,190	8,010
Public safety	18,000	25,731	(7,731)
Public works	38,190	42,484	(4,294)
Community and economic development	6,500	5,875	625
Recreation and cultural	16,000	16,000	-
Total expenditures	<u>237,890</u>	<u>240,155</u>	<u>(2,265)</u>
EXCESS OF REVENUES OVER EXPENDITURES	30,541	82,605	52,064
FUND BALANCE - BEGINNING OF YEAR	<u>329,929</u>	<u>329,929</u>	<u>-</u>
FUND BALANCE - END OF YEAR	<u>\$ 360,470</u>	<u>\$ 412,534</u>	<u>\$ 52,064</u>

<i>Special revenue</i>			<i>Totals (memorandum only)</i>		
<i>Budget</i>	<i>Actual</i>	<i>Variance favorable (unfavorable)</i>	<i>Budget</i>	<i>Actual</i>	<i>Variance favorable (unfavorable)</i>
\$ 69,750	\$ 70,541	\$ 791	\$ 194,300	\$ 202,108	\$ 7,808
-	-	-	15,000	22,609	7,609
-	-	-	111,781	124,212	12,431
-	8,027	8,027	5,500	17,472	11,972
-	36,382	36,382	4,000	42,872	38,872
<u>73,800</u>	<u>42,250</u>	<u>(31,550)</u>	<u>81,400</u>	<u>70,687</u>	<u>(10,713)</u>
<u>143,550</u>	<u>157,200</u>	<u>13,650</u>	<u>411,981</u>	<u>479,960</u>	<u>67,979</u>
-	-	-	3,000	1,875	1,125
-	-	-	156,200	148,190	8,010
46,000	64,527	(18,527)	64,000	90,258	(26,258)
46,000	28,492	17,508	84,190	70,976	13,214
-	-	-	6,500	5,875	625
<u>-</u>	<u>-</u>	<u>-</u>	<u>16,000</u>	<u>16,000</u>	<u>-</u>
<u>92,000</u>	<u>93,019</u>	<u>(1,019)</u>	<u>329,890</u>	<u>333,174</u>	<u>(3,284)</u>
51,550	64,181	12,631	82,091	146,786	64,695
<u>574,079</u>	<u>574,079</u>	<u>-</u>	<u>904,008</u>	<u>904,008</u>	<u>-</u>
<u>\$ 625,629</u>	<u>\$ 638,260</u>	<u>\$ 12,631</u>	<u>\$ 986,099</u>	<u>\$ 1,050,794</u>	<u>\$ 64,695</u>

See notes to financial statements.

Township of Charleston

**COMBINED STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN
RETAINED EARNINGS - *proprietary fund type***

Year ended March 31, 2004

OPERATING REVENUES	\$ 24,162
OPERATING EXPENSES	<u>59,159</u>
OPERATING LOSS AND DECREASE IN RETAINED EARNINGS	(34,997)
RETAINED EARNINGS - BEGINNING OF YEAR	<u>1,125,228</u>
RETAINED EARNINGS - END OF YEAR	<u>\$ 1,090,231</u>

See notes to financial statements

Township of Charleston
COMBINED STATEMENT OF CASH FLOWS - *proprietary fund type*
Year ended March 31, 2004

Cash flows from operating activities:	
Receipts from customers and users	\$ 22,769
Payments to suppliers	<u>(42,953)</u>
Net decrease in cash	(20,184)
Cash - beginning of year	<u>34,329</u>
Cash - end of year	<u>\$ 14,145</u>
Reconciliation of operating loss to net cash used in operating activities:	
Operating loss	\$ (34,997)
Depreciation	14,676
Increase in accounts receivable	(1,393)
Increase in accounts payable	<u>1,530</u>
	<u>\$ (20,184)</u>

See notes to financial statements

Township of Charleston
NOTES TO FINANCIAL STATEMENTS

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

The accounting policies of the Township of Charleston, Michigan (the Township), conform to U.S. generally accepted accounting principles (hereinafter referred to as generally accepted accounting principles) as applicable to governments. The following is a summary of the more significant policies:

a) Reporting entity:

In accordance with generally accepted accounting principles and Governmental Accounting Standards Board (GASB) Statement No. 14, *The Financial Reporting Entity*, these financial statements present the Township, or primary government. The criteria established by the GASB for determining the reporting entity includes oversight responsibility, fiscal dependency, and whether the financial statements would be misleading if data were not included. The Township has determined that no other outside agency meets the above criteria and, therefore, no other agency has been included as a blended or discretely-presented component unit in the Township's financial statements.

b) Basis of presentation:

The accounts of the Township are organized on the basis of funds and an account group, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. Government resources are allocated to, and accounted for in, individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The financial activities of the Township are recorded in the separate funds and account group, categorized, and described as follows:

(i) Governmental funds:

General Fund - this fund is used to account for all financial resources not accounted for in another fund, including the general operating expenditures of the local unit. Revenues are derived primarily from property taxes, state distributions, interest, and charges for certain services.

Special revenue funds - these funds are used to account for specific revenue derived from property taxes, charges for services, and general fund appropriations which are to be expended for specific purposes as dictated by legal, regulatory, or administrative requirements.

Debt Service Fund - this fund is used to account for the accumulation of resources restricted for, and the payment of, general long-term debt principal, interest, and related costs.

Township of Charleston
NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

b) Basis of presentation (continued):

(ii) Proprietary fund:

Enterprise Fund - this fund is the Water Fund, which is used to account for operations (1) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (2) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

(iii) Fiduciary funds:

Agency funds - agency funds are used to account for assets held by the Township in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

(iv) Account group:

General fixed assets account group - this account group presents the fixed assets of the local unit utilized in its general operations (nonproprietary fixed assets).

c) Basis of accounting:

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements.

All governmental fund types are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available to finance expenditures of the fiscal period.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Exceptions to this general rule include principal and interest on general long-term debt, which is recognized when due.

The proprietary fund type is accounted for using the accrual basis of accounting. Their revenues are recognized when they are earned and their expenses are recognized when they are incurred. The Township has elected to follow (1) all GASB pronouncements and (2) Financial Accounting Standards Board statements and interpretations, Accounting Principles Board opinions, and Accounting Research Bulletins issued on or before November 30, 1989, except those that conflict with a GASB pronouncement.

d) Budgets and budgetary accounting:

The Township follows the procedures in establishing the budgetary data reflected in the financial statements in accordance with the Uniform Budgeting and Accounting Act (Act No. 621, Public Acts of 1978) as prescribed by the State of Michigan.

Budgets for the general and special revenue funds are adopted on a functional basis and are consistent with generally accepted accounting principles.

Township of Charleston
NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

e) Fixed assets:

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the general fixed assets account group, rather than in governmental funds. Public domain ("infrastructure") general fixed assets consisting of certain improvements other than buildings, including roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, and lighting systems, are not capitalized along with other general fixed assets. No depreciation has been provided on general fixed assets.

All fixed assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated fixed assets are valued at their estimated fair value on the date donated.

This account group is not a fund. It is concerned only with the measurement of financial position and is not involved with measurement of results of operations.

Depreciation of all exhaustible fixed assets used by proprietary funds is charged as an expense against their operations. Accumulated depreciation is reported on proprietary fund balance sheets. Depreciation has been provided over the estimated useful lives using the straight-line method. The estimated useful lives are as follows:

Water and sewer systems	75 years
Equipment	5 - 15 years

f) Receivables:

All receivables are deemed to be fully collectible as presented.

g) Property tax:

Property taxes are levied as of December 1 on property values assessed as of December 31 of the prior year. The billings are due on February 14 (with the final collection date of February 28), at which time the bill becomes delinquent and penalties and interest may be assessed by the Township. The Township considers property taxes levied December 1 as revenue of the current year.

h) Special assessment revenue recognition:

Special assessment revenue is recorded as deferred when initially assessed. To the extent special assessments are realized, that is collected, revenue is recognized. Special assessments are recognized as revenue when they become measurable and available. Any portion of special assessments, which does not meet both the criteria, is reported as deferred revenue. Interest income on special assessments receivable is not accrued until its due date.

i) Totals (memorandum only):

The total column on the combined statements is captioned "memorandum only" to indicate that it is prepared only to facilitate financial analysis. Data in this column does not present financial position or results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation as interfund eliminations have not been made.

Township of Charleston
NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 2 - DEPOSITS AND INVESTMENTS:

A reconciliation of cash, to the Township's cash and investments, as shown in the combined balance sheet, is as follows:

<i>Financial statements:</i>	
Cash	<u>\$1,040,939</u>
<i>Notes to the financial statements:</i>	
Deposits	\$1,040,316
Cash on hand	<u>623</u>
	<u>\$1,040,939</u>

At March 31, 2004, the Township has deposits with a carrying amount of \$1,040,316 and a bank balance of \$1,052,166. Of the bank balance, \$201,318 is covered by federal depository insurance and \$850,848 is uninsured.

NOTE 3 - INTERFUND RECEIVABLES AND PAYABLES:

The amounts of interfund receivables and payables at March 31, 2004, are as follows:

<u>Fund</u>	<u>Interfund receivables</u>	<u>Fund</u>	<u>Interfund payables</u>
General Fund	<u>\$10,535</u>	Tax Collection Fund	\$ 8,144
		Public Safety Fund	<u>2,391</u>
			<u>\$10,535</u>

NOTE 4 - FIXED ASSETS:

Following is a schedule of changes in general fixed assets:

	<u>Balance April 1, 2003</u>	<u>Additions</u>	<u>Disposals</u>	<u>Balance March 31, 2004</u>
Land	\$ 11,700	\$ -	\$ -	\$ 11,700
Buildings	92,496	-	-	92,496
Improvements other than buildings	19,704	-	-	19,704
Machinery and equipment	20,255	-	-	20,255
Vehicles	108,494	-	-	108,494
Office equipment	<u>49,656</u>	<u>-</u>	<u>-</u>	<u>49,656</u>
	<u>\$302,305</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$302,305</u>

Township of Charleston
NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 4 - FIXED ASSETS (Continued):

A summary of proprietary fund type fixed assets at March 31, 2004, is as follows:

	<u>Water</u>
Water system	\$1,100,683
Less accumulated depreciation	<u>24,460</u>
Net carrying amount	<u>\$1,076,223</u>

NOTE 5 - CONSTRUCTION CODE ACT:

A summary of construction code enforcement transactions for the year ended March 31, 2004, is as follows:

Revenues	\$22,609
Expenses	<u>27,221</u>
Deficiency of revenues over expenses	<u>\$ (4,612)</u>

NOTE 6 - DEFINED CONTRIBUTION AND MONEY PURCHASE PLAN:

On April 1, 1986, the Township adopted a defined contribution plan, specifically referred to as the Township of Charleston Group Pension Plan. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. Michigan state statute assigns the authority to establish and amend benefit provisions to the Township Board of Trustees. Substantially all employees are eligible to participate in the plan. Employees are eligible to participate on the first day of the month coincident with their date of employment. Employees may elect to defer up to 10% of their basic annual compensation. The Township will contribute 10% of the employees' basic annual compensation with a minimum annual contribution of \$150 per employee.

The Township made the required contributions of \$8,427 for the year ended March 31, 2004.

The Township is obligated to contribute for past service to the extent that those participating employees remain employed by the Township until those contributions have been paid in. All of the Township's contributions for each participating employee (and interest allocated to the employee's account) are fully vested on the day the employee is eligible to participate in the plan. The Township is not a trustee of the plan, nor is the Township responsible for investment management of plan assets.

NOTE 7 - RISK MANAGEMENT:

The Township is exposed to various risks of loss to general liability, property and casualty, and workers' compensation. The risks of loss arising from general liability up to \$4,000,000, property and casualty, and workers' compensation are managed through purchased commercial insurance.

Township of Charleston
NOTES TO FINANCIAL STATEMENTS (*Continued*)

NOTE 8 - EXCESS OF EXPENDITURES OVER APPROPRIATIONS IN BUDGETARY FUNDS:

P.A. 621 of 1978, Section 18(l), as amended, provides that a local unit shall not incur expenditures in excess of the amount appropriated.

In the body of the financial statements, the Township's actual expenditures and budgeted expenditures for the budgetary funds have been shown on a functional basis. The approved budgets of the Township for these budgetary funds were adopted to the functional level.

The following schedule sets forth significant budget variations:

<u>Fund</u>	<u>Function</u>	<u>Total appropriation</u>	<u>Total expenditures</u>	<u>Budget variance</u>
General	Public safety	\$18,000	\$25,731	\$ 7,731
	Public works	38,190	42,484	4,294
Public Safety	Public safety	46,000	64,527	18,527

SUPPLEMENTARY INFORMATION

Township of Charleston**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - General Fund**

Year ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance favorable (unfavorable)</u>
REVENUES:			
Taxes:			
Property taxes	\$ 94,800	\$ 93,369	\$ (1,431)
Tax collection fees	29,450	37,830	8,380
Trailer park fees	<u>300</u>	<u>368</u>	<u>68</u>
Total taxes	<u>124,550</u>	<u>131,567</u>	<u>7,017</u>
Licenses and permits - building permits	<u>15,000</u>	<u>22,609</u>	<u>7,609</u>
State grants:			
State shared revenue	109,000	121,431	12,431
Swamp tax	<u>2,781</u>	<u>2,781</u>	<u>-</u>
Total state grants	<u>111,781</u>	<u>124,212</u>	<u>12,431</u>
Charges for services:			
Land division fees	500	525	25
Cemetery operations	2,000	1,100	(900)
Zoning fees	2,000	2,015	15
Cable franchise fees	-	1,155	1,155
Other	<u>1,000</u>	<u>4,650</u>	<u>3,650</u>
Total charges for services	<u>5,500</u>	<u>9,445</u>	<u>3,945</u>
Interest	<u>4,000</u>	<u>6,490</u>	<u>2,490</u>
Other	<u>7,600</u>	<u>28,437</u>	<u>20,837</u>
Total revenues	<u>268,431</u>	<u>322,760</u>	<u>54,329</u>

Township of Charleston**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - General Fund (Continued)**

Year ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance favorable (unfavorable)</u>
EXPENDITURES:			
Legislative	<u>\$ 3,000</u>	<u>\$ 1,875</u>	<u>\$ 1,125</u>
General government:			
Supervisor	18,000	18,000	-
Elections	1,300	94	1,206
Clerk	15,300	15,300	-
Board of review	1,000	473	527
Board of appeals	4,500	4,682	(182)
Treasurer	25,150	19,793	5,357
Hall and grounds	13,700	11,221	2,479
Legal fees	17,000	15,226	1,774
Assessor	10,900	10,896	4
Cemetery	9,250	5,455	3,795
Administration	<u>40,100</u>	<u>47,050</u>	<u>(6,950)</u>
Total general government	<u>156,200</u>	<u>148,190</u>	<u>8,010</u>
Public safety - building inspections	<u>18,000</u>	<u>25,731</u>	<u>(7,731)</u>
Public works:			
Street lighting	4,440	3,653	787
Refuse collection	2,750	1,714	1,036
Roads	<u>31,000</u>	<u>37,117</u>	<u>(6,117)</u>
Total public works	<u>38,190</u>	<u>42,484</u>	<u>(4,294)</u>
Community and economic development:			
Planning commission	1,000	4,385	(3,385)
Zoning administration	<u>5,500</u>	<u>1,490</u>	<u>4,010</u>
Total community and economic development	<u>6,500</u>	<u>5,875</u>	<u>625</u>

Township of Charleston

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - *General Fund (Continued)***

Year ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance favorable (unfavorable)</u>
EXPENDITURES (<i>Continued</i>):			
Recreation and cultural - library	<u>\$ 16,000</u>	<u>\$ 16,000</u>	<u>\$ -</u>
Total expenditures	<u>237,890</u>	<u>240,155</u>	<u>(2,265)</u>
EXCESS OF REVENUES OVER EXPENDITURES	30,541	82,605	52,064
FUND BALANCE - BEGINNING OF YEAR	<u>329,929</u>	<u>329,929</u>	<u>-</u>
FUND BALANCE - END OF YEAR	<u>\$ 360,470</u>	<u>\$ 412,534</u>	<u>\$ 52,064</u>

Township of Charleston
COMBINING BALANCE SHEET - special revenue funds
March 31, 2004

	<u>Public Safety</u>	<u>TIRF</u>	<u>Sewer S/A</u>	<u>Totals</u>
ASSETS				
Cash	\$ 85,928	\$ 134,243	\$ 416,112	\$ 636,283
Receivables:				
Taxes	2,908	-	-	2,908
Accounts	4,965	-	-	4,965
Special assessments	<u>-</u>	<u>-</u>	<u>248,000</u>	<u>248,000</u>
TOTAL ASSETS	<u>\$ 93,801</u>	<u>\$ 134,243</u>	<u>\$ 664,112</u>	<u>\$ 892,156</u>
LIABILITIES AND FUND BALANCE				
LIABILITIES:				
Due to other funds	\$ 2,391	\$ -	\$ -	\$ 2,391
Deferred revenues	<u>3,505</u>	<u>-</u>	<u>248,000</u>	<u>251,505</u>
Total liabilities	<u>5,896</u>	<u>-</u>	<u>248,000</u>	<u>253,896</u>
FUND BALANCE:				
Unreserved:				
Designated for improvements	-	134,243	-	134,243
Undesignated	<u>87,905</u>	<u>-</u>	<u>416,112</u>	<u>504,017</u>
Total fund balance	<u>87,905</u>	<u>134,243</u>	<u>416,112</u>	<u>638,260</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 93,801</u>	<u>\$ 134,243</u>	<u>\$ 664,112</u>	<u>\$ 892,156</u>

Township of Charleston**COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES - special revenue funds***Year ended March 31, 2004*

	<u>Public Safety</u>	<u>TIRF</u>	<u>Sewer S/A</u>	<u>Totals</u>
REVENUES:				
Taxes	\$ 70,541	\$ -	\$ -	\$ 70,541
Charges for services	8,027	-	-	8,027
Interest	478	5,296	30,608	36,382
Other	<u>-</u>	<u>-</u>	<u>42,250</u>	<u>42,250</u>
Total revenues	<u>79,046</u>	<u>5,296</u>	<u>72,858</u>	<u>157,200</u>
EXPENDITURES:				
Public safety	64,527	-	-	64,527
Public works	<u>-</u>	<u>-</u>	<u>28,492</u>	<u>28,492</u>
Total expenditures	<u>64,527</u>	<u>-</u>	<u>28,492</u>	<u>93,019</u>
EXCESS OF REVENUES OVER EXPENDITURES	14,519	5,296	44,366	64,181
FUND BALANCE - BEGINNING OF YEAR	<u>73,386</u>	<u>128,947</u>	<u>371,746</u>	<u>574,079</u>
FUND BALANCE - END OF YEAR	<u>\$ 87,905</u>	<u>\$ 134,243</u>	<u>\$ 416,112</u>	<u>\$ 638,260</u>

Township of Charleston**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - *Public Safety Fund****Year ended March 31, 2004*

	<u>Budget</u>	<u>Actual</u>	<u>Variance favorable (unfavorable)</u>
REVENUES:			
Taxes	\$ 69,750	\$ 70,541	\$ 791
Charges for services	-	8,027	8,027
Interest	<u>-</u>	<u>478</u>	<u>478</u>
Total revenues	69,750	79,046	9,296
EXPENDITURES:			
Public safety	<u>46,000</u>	<u>64,527</u>	<u>(18,527)</u>
EXCESS OF REVENUES OVER EXPENDITURES	23,750	14,519	(9,231)
FUND BALANCE - BEGINNING OF YEAR	<u>73,386</u>	<u>73,386</u>	<u>-</u>
FUND BALANCE - END OF YEAR	<u>\$ 97,136</u>	<u>\$ 87,905</u>	<u>\$ (9,231)</u>

Township of Charleston
COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES -
all agency funds
Year ended March 31, 2004

	<u>Balance April 1, 2003</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance March 31, 2004</u>
TRUST AND AGENCY FUND				
ASSETS				
Cash	<u>\$ 441</u>	<u>\$ 12,042</u>	<u>\$ 12,037</u>	<u>\$ 446</u>
LIABILITIES				
Due to other governmental units	<u>\$ 441</u>	<u>\$ 12,042</u>	<u>\$ 12,037</u>	<u>\$ 446</u>
CURRENT TAX COLLECTION FUND				
ASSETS				
Cash	<u>\$ 9,505</u>	<u>\$ 3,447,492</u>	<u>\$ 3,448,838</u>	<u>\$ 8,159</u>
LIABILITIES				
Due to other funds	<u>\$ 9,505</u>	<u>\$ 233,598</u>	<u>\$ 234,959</u>	<u>\$ 8,144</u>
Due to other governmental units	<u>-</u>	<u>3,213,894</u>	<u>3,213,879</u>	<u>15</u>
TOTAL LIABILITIES	<u>\$ 9,505</u>	<u>\$ 3,447,492</u>	<u>\$ 3,448,838</u>	<u>\$ 8,159</u>
TOTALS - ALL AGENCY FUNDS				
ASSETS				
Cash	<u>\$ 9,946</u>	<u>\$ 3,459,534</u>	<u>\$ 3,460,875</u>	<u>\$ 8,605</u>
LIABILITIES				
Due to other funds	<u>\$ 9,505</u>	<u>\$ 233,598</u>	<u>\$ 234,959</u>	<u>\$ 8,144</u>
Due to other governmental units	<u>441</u>	<u>3,225,936</u>	<u>3,225,916</u>	<u>461</u>
TOTAL LIABILITIES	<u>\$ 9,946</u>	<u>\$ 3,459,534</u>	<u>\$ 3,460,875</u>	<u>\$ 8,605</u>